

# **3 FAM 3190 PRE-EMPLOYMENT INTERVIEW AND RELOCATION EXPENSES FOR NEW APPOINTEES**

*(TL:PER-417; 09-14-2001)*

## **3 FAM 3191 GENERAL**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

This section sets forth the regulations applicable for the payment of travel and/or relocation costs of new civil service appointees and for candidates invited for pre-employment interviews.

## **3 FAM 3192 AUTHORITY AND ELIGIBILITY**

### **3 FAM 3192.1 Authority**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

a. The following authorities are cited:

- (1) 5 U.S.C. Section 5514;
- (2) 5 U.S.C. Section 5706(b); and
- (3) 5 U.S.C. Section 5723.

b. The following references are cited:

- (1) 41 Code of Federal Regulations (CFR)–Federal Travel Regulations (FTR), Chapter 301-75 (Pre-Employment Interview Travel);
- (2) 41 CFR Part 302-1 subpart A (Relocation Allowances–New Appointees);
- (3) 5 CFR 572 (Travel and Transportation Expenses–New Appointees and Interviews);

(4) 5 CFR 550, Subpart K (Collection by Offset From Indebted Government Employees); and

(5) 22 CFR Part 34 (Collection of Debts).

### **3 FAM 3192.2 Eligibility**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Interviewees and new appointees are eligible for payment only of the travel and relocation expenses specified in 3 FAM 3193. New appointees include both individuals newly appointed to Federal Government service and individuals appointed after a break in service. The Department will not pay relocation expenses for new Presidential and non-career Senior Executive Service (SES) appointees unless an exception is approved by the Under Secretary for Management.

### **3 FAM 3193 AUTHORIZATION OF PAYMENT**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Allowable expenses specified in 3 FAM 3193.1 and 3193.2 are not centrally funded, however, bureaus may elect to pay these expenses. Once a bureau has made the determination to pay travel and/or relocation costs in an individual case, it must pay all of the allowable expenses. Under rare circumstances the Director General may authorize payment of allowable travel and/or relocation costs for new appointees when it is deemed to be in the best interest of the Department, without regard to the requirements set forth in 3 FAM 3193.2-2 and/or 3 FAM 3194.

#### **3 FAM 3193.1 Allowable Interviewee Travel and Per Diem Expenses**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Bureaus may elect to pay pre-employment interview travel and per diem expenses based on criteria and in accordance with procedures set forth in 3 FAM 3193.2-2.

### **3 FAM 3193.2 Allowable Relocation Expenses for New Appointees**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Bureaus may elect to pay relocation expenses for new appointees. New appointees are eligible for payment of the following items in relocating to their first official duty station:

- (1) Travel (between the individual's current place of residence and the new official duty station) and per diem;
- (2) Travel for the immediate family (but not per diem);
- (3) Mileage if a privately owned vehicle is used;
- (4) Transportation and temporary storage of household goods;
- (5) Long term storage of household goods if appointed to an isolated location; and
- (6) Transportation of mobile home in lieu of household effects.

### **3 FAM 3193.2-1 Expenses Not Allowable for New Appointees**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Expenses not allowable for new appointees include:

- (1) Per diem for family members;
- (2) The cost of a house-hunting trip;
- (3) Subsistence while occupying temporary quarters;
- (4) A miscellaneous expense allowance;
- (5) Residence sale and purchase expenses; lease breaking expenses; and
- (6) Relocation services.

### **3 FAM 3193.2-2 Determination of Pre-Employment Interview Travel and/or Relocation Expenses**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

a. Prior to advertising a particular vacancy, the bureau's assistant secretary or equivalent (e.g., inspector general, legal adviser) or designee must determine in writing that it is in the interest of the Federal Government to pay expenses for pre-employment interview and/or relocations. The assistant secretary or equivalent must consider such factors as:

- (1) The availability of funds;
- (2) The availability of qualified candidates in the local labor market;
- (3) The necessity of conducting interviews to fill the position; and

(4) Whether the Department has experienced or is experiencing difficulty in recruiting qualified individuals in hard to fill occupations (i.e., designated employment categories as defined in 3 FAM 3181.3 (3)).

b. Upon such determination, the job announcement must state that interview and/or relocation expenses may be paid for the particular position. A copy of the determination must be maintained with the employment vacancy file. In the event a bureau determines that it is not in the interest of the Federal Government to pay expenses for pre-employment interviews and/or relocation, then the non-availability of funds for these purposes should be expressly stated in the vacancy announcement.

### **3 FAM 3194 DETERMINATION OF RELOCATION EXPENSES FOR NEW APPOINTEES**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to Civil Service Only)*

A new appointee is eligible for payment of relocation expenses only after the bureau's assistant secretary or equivalent (e.g., inspector general, legal adviser) or designee has determined in writing that it is in the interest of the Federal Government to pay these expenses. This determination should reflect consideration of the following factors where applicable:

- (1) The cost of relocation;

(2) The number and quality of locally available qualified candidates who have applied for the position;

(3) The extent to which the non-local candidate possesses special or unique qualifications for the position;

(4) Whether the Department has experience or is experiencing difficulty in recruiting qualified individuals (e.g., designated employment categories (see 3 FAM 3181.3, paragraph (3)));

(5) Whether the individual received a recruitment bonus (see 3 FAM 3180); and

(6) Duration of employment.

## **3 FAM 3195 TRAVEL ORDERS**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Travel orders must be issued prior to commencing travel. The per diem will be provided in accordance with rates established by the Federal Travel Regulations (FTR), Chapter 301, Appendix A.

### **3 FAM 3195.1 Interviewees**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Once approved by the authorizing official, each bureau is responsible for issuing the travel orders for interviewees. In the event that pre-employment interview travel is authorized, the bureau must inform the interviewee of the regulations and procedures related to interviewee travel set forth in 41 CFR section 301-75.4.

### **3 FAM 3195.2 New Appointees**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

The 3 FAM 3195, Exhibit 3195.2, Memorandum request for Civil Service Appointment Travel Orders, authorizes the request for travel and must be forwarded to HR/CDA to issue the travel orders. This memorandum must also identify the bureau's authorized funding information, the number of the vacancy announcement or the Office of Personnel Management (OPM) certificate and the person or persons who were selected from it. Bureaus authorized to issue their own travel orders (e.g., Office of the Inspector General) are exempt from this requirement.

#### **3 FAM 3195.2-1 Advance of Funds**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

An advancement of funds for those expenses listed as allowable may be paid to a new appointee. There is no advancement of funds for interviewees.

### **3 FAM 3196 CONTINUED SERVICE AGREEMENT RELOCATION EXPENSES FOR NEW CIVIL SERVICE APPOINTEES**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

Payment for any of the allowable expenses may not be authorized unless the new appointee has signed a service agreement guaranteeing 12 months of U.S. Government service from the date of appointment. See 3 FAM 3196, Exhibit 3196, Continued Service Agreement Relocation Expenses for New Civil Service Appointees.

### **3 FAM 3197 REPAYMENT OF RELOCATION EXPENSES**

*(TL:PER-417; 09-14-2001)*

*(State Only)*

*(Applies to the Civil Service Only)*

a. Except as provided in paragraph c below, a new appointee who fails to complete the 12 month term of employment in a position covered by the Continued Service Agreement will be indebted to the Federal Government and required to repay the relocation expenses on a pro rata basis. The amount to be repaid will be determined by providing credit for each full month of employment completed by the new appointee under the service agreement.

b. If an employee fails to complete the 12-month term of employment, the executive director shall notify the employee in writing that relocation expenses must be repaid. A copy of the written notification is forwarded to the Bureau of Finance and Management Policy, Consolidated American Payroll Division (FMP/CAPD). Upon receipt of a copy of the written notification (FMP) will work with the bureau to take the necessary steps to recover the repayment of relocation expenses granted to the employee.

c. The requirement to repay relocation expenses upon failure to complete a 12 month term of employment does not apply if the employee:

(1) Is involuntarily separated (as defined in 41 CFR 302.1.5); or

(2) Is relocated to a position in a different commuting area after receiving a written determination by the appropriate management official that it is necessary to relocate the new appointee; or

(3) Is granted a waiver under 5 U.S.C. 5514 by FMP/OCP that recovery of this debt (in whole or in part) would be against equity and good conscience or against the public interest.

### **3 FAM 3198 AND 3199 UNASSIGNED**

**3 FAM 3195 Exhibit 3195.2**  
**MEMORANDUM REQUEST FOR CIVIL**  
**SERVICE APPOINTMENT TRAVEL**  
**ORDERS**

*(TL:PER-417; 09-14-2001)*

**MEMORANDUM**

TO: HR/CDA/ASD

FROM: (Office Symbol/Name)

SUBJECT: Request for Civil Service Appointment Travel Orders

**PRIMARY INFORMATION**

(1) Name and Social Security Number \_\_\_\_\_

(2) Organization Code, Position Number, and Grade \_\_\_\_\_

(3) Type of Travel – (Please select one) \_\_\_\_\_

If a transferee, please provide:

(a) Previous Agency, Grade, and Pay Plan: \_\_\_\_\_

(b) Type of Appointment (e.g., Career, etc.): \_\_\_\_\_

**IF A NEW HIRE APPOINTMENT (NOT PREVIOUSLY EMPLOYED WITH THE U.S. GOVERNMENT) PLEASE PROVIDE CERTIFICATE NUMBER:** (e.g., vacancy announcement number or Office of Personnel Management (OPM) certificate number):

(4) Fiscal Data (For all new appointees and certain transferees, such as Working Capital Fund)

(a) Appropriation: \_\_\_\_\_

(b) Allotment: \_\_\_\_\_

(c) Obligation: \_\_\_\_\_

(d) Function: \_\_\_\_\_

(e) Amount: \_\_\_\_\_

5. Entrance on Duty Date: \_\_\_\_\_



**3 FAM 3196 Exhibit 3196**  
**CONTINUED SERVICE AGREEMENT**  
**RELOCATION EXPENSES FOR NEW CIVIL**  
**SERVICE APPOINTEES**

*(TL:PER-417; 09-14-2001)*

In consideration of the payment by the U.S. Government of expenses incident to my appointment for travel, transportation and moving and/or storage of household goods and personal effects for myself and eligible family members, I hereby agree to remain in the service of the U.S. Government for twelve (12) months following the date I report for duty at my first permanent duty station.

I further agree that, should I violate the terms of this agreement during the twelve-month period, unless separated for reasons beyond my control that are acceptable to the Department, all monies expended by the U.S. Government for such travel and transportation will become due and payable by me and recoverable as a debt due to the U. S. Government.

\_\_\_\_\_  
(Date Executed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
(SSN)

This service agreement must be executed before travel orders can be authorized.

If urgent, submit by fax to (202) 647-1643. The original must be submitted to:

Department of State  
Bureau of Human Resources  
Office of Career Development and Assignments  
Assignments Division, Room 2808  
Washington, DC 20520-2810